

# Glengarry Community Woodlands

## Directors meeting (extra)

10th February 2016  
Glengarry Community Hall @ 17.00hrs

### Directors Present:

Bruce Kocjan-Briggs, George Cross, June Mathers, Grace Grant, Lindsay Rogers, Colin Grant.  
Apologies: Catriona Menzies.

### Summary of Actions from This Meeting

No	Action	Who	When
1	Acquire PVG certificate	Bruce	Soonest
2	Contact C Piper to ensure business plan funding	Bruce	Soonest
3	Acquire example employee policies/procedures	Grace	March
4	Design travel/expenses claim form	George	Soonest
5	Rewrite contract and circulate	Grace/June	Soonest
6	Contact Margaret (VAL) ref Directors training	Bruce	Soonest
7			

**Extra Meeting:** Bruce had previously circulated an agenda with the intention of finally resolving the Community Development Officer (CDO) contract. These minutes reflect the decisions made following the Directors discussion and consideration of the financial picture. Any actions specific to this meeting are above.

Directors noted that there is £1929 in the Bank of Scotland and £13,308.22 in the Royal Bank of Scotland accounts.

Directors considered a range of funding options and the need to ensure the £2000 grant towards the business plan is gained.

Directors agreed the following for the CDO contract:

- The CDO salary will be £19600
- There will be two places of work - the CDO home address (until a suitable alternative is established) and "Invergarry"
- There is a £130 per month home office expenses allowance (until a suitable alternative is established.)
- The contract will be altered to remove those Key Performance Indicators that are not in the CDO remit.
- There will be a maximum of £135 per month travel expenses (unless otherwise approved) with no claim for travel between places of work. And any travel claim will be from the nearest place of work.
- A NEST pension will be offered at 4% of gross salary. (The employee may opt out.)

- The contract will be altered to include liaison with 'appropriate others' (rather than 'forestry consultants').
- The contract will be altered to make it clearer that the CDO has no responsibility for financial management.
- A phrase covering conflict of interest will be added to the contract.

Further, the Directors agreed:

- All future funding applications must be formally agreed by the full Board.
- Any future work must be agreed by the full Board.
- The CDO work plan must be much more detailed.
- There will not be an employee bonus scheme (at this time)
- There was a need for various employee policies and procedures, such as Grievance, Bullying & Harassment, Disciplinary, Travel claims etc.
- Bruce will be the BRD business registration 'responsible person' and contact.
- To undertake VAL Directors training.
- GCW needs a long term, overall plan and strategy.

Grace and June will rewrite the new contract and circulate in time for the Directors and CDO to have sight prior to the meeting of 17th February 2016.

### Next Directors meeting:

17th February 2016 (19.30hrs at the Community Hall)

**These minutes are agreed and approved:**

**Date:** \_\_\_\_\_ **Role:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_